

## smART ventures Funding Program

**smART ventures** is a three-year pilot program of the Mayor's Office of Arts & Cultural Affairs. It is a flexible small awards program aimed at encouraging innovative ideas, responding to one-time opportunities and **creating new access for individuals and groups not served by our current programs**. We believe that planting small seeds can yield big outcomes. **smART ventures** seeks to spark ideas and widen arts and culture participation, particularly of diverse or underserved communities.

**smART ventures** provides support in the range of \$250 to \$1,000 for projects, opportunities, events or ideas that come from individuals, organizations or communities of interest, and that offer a potential arts or cultural impact within the city of Seattle. If an event, it must be open to the public and take place within Seattle.

### Who Can Apply

- Individuals or groups of people – including youth and older adults – seeking support for a one-time art or cultural project, opportunity or event;
- Organizations – arts and culture and others:
  - emerging (less than 3 years old), or
  - not currently funded by our office, or
  - grassroots or business organizations;
- Practicing artists not currently funded by our office.
- Not sure if you qualify? Call us! (206) 615-1801

You may receive **smART ventures** funding no more than once every other calendar year. You may not receive funding from more than one program of the Office of Arts & Cultural Affairs for the same project.

### If You Are Interested in Applying

You *must* speak with a project manager to discuss your idea. (We're here to help!) Then simply fill out the **smART ventures** application and submit one completed signed copy.

### When to Apply – How Soon You'll Hear Back

Applications may be submitted at any time. Staff will review applications on a monthly basis. Notification of award will be given within 45 days.

### Criteria and Some Ideas for smART ventures

- **Impact** : one-time cultural opportunities; projects from under-represented artists or cultural groups; projects or applicants exposing a new audience to arts or culture; new or unique ideas using arts/culture; matching funds for citizen-commissioned new works or projects; projects and groups not eligible for our other programs.
- **Urgency**: one-time opportunities or projects with short time frame; projects needing start-up or final investment.
- **Feasibility**: ability to carry out project; well thought-out plan; realistic budget and timeline.

### Looking Ahead – If Your Project is Funded, You Will be Asked To:

- Sign a Letter of Agreement with the City of Seattle to accomplish the project within one year.
- Have a Social Security number or federal tax identification number issued by the Internal Revenue Service (IRS). Organizations do not have to have 501(c)(3) non-profit status.
- *For events only*: Insurance may be required.
- Submit a signed invoice for payment.
- Complete a Final Project Report Form.

### For additional information

See the Frequently Asked Questions at [www.seattle.gov/arts/fundingapplications](http://www.seattle.gov/arts/fundingapplications).

### For questions or to discuss applying

Contact Steven Larson (206) 615-1801 or [steven.larson@seattle.gov](mailto:steven.larson@seattle.gov) to be connected to a project manager.

**How to Submit Your Application**

**Mail:** Office of Arts & Cultural Affairs, smART ventures, P.O. Box 94748, Seattle, WA 98124-4748  
**Hand delivery:** 700 5<sup>th</sup> Ave., Suite 1766, Seattle, WA 98104  
**E-mail:** [steven.larson@seattle.gov](mailto:steven.larson@seattle.gov). If e-mailed, *please fax signature page* (Page 3) to 206-684-7172.  
**Application should be typed. Use the space provided – 3 pages total. Please submit one signed copy.**

**Applicant Contact Information**

Individual/Organization Name:		
Contact Person:	Title:	
Address:		
City:	State:	Zip:
Phone (work or daytime): (    )		
E-mail:		
Person who will sign application, contract, invoice ("Authorized Representative") if different from Applicant or Contact person:		
Name:		Title/Relationship to Project:
Tax Identification #:	OR	Social Security #:
Have you had a phone consultation with a project manager? <input type="checkbox"/> yes <input type="checkbox"/> no	Does this project require insurance? <input type="checkbox"/> yes <input type="checkbox"/> no	
Are you now being funded by another program of the Office of Arts & Cultural Affairs? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, what program?	
Project Title:		Amount Requested: \$
Does this project represent any underserved group(s) or community of interest? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, please name:	
Project Start Date:	Project End Date:	

**Description of Project**

Tell us about your project, opportunity or event. List key activities, location, dates.

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Individual/Organization Name	
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**Need for smART ventures Funds**

Tell us how you will use the funds. (Note: May not be used for equipment purchases or fund raising.)

**Project Impact – What Will Be Accomplished? Who Will Be Served?**

Talk specifically about how your project will fulfill one or more of the following (You do not have to respond to all):

- Provide a one-time arts/culture opportunity
- Use one-time funds to start or complete a project
- Expand participation/audience for arts/culture
- Serve under-represented artists, cultural groups
- Build community relations through arts/culture
- Meet a community need or goal through arts/culture

**Project Feasibility**

Tell us why you believe you can complete this project. (May include qualifications, past success, strong partnerships or supporters, taking advantage of an existing event, etc.) List key participants or partners.

**\*\*Optional, but Strongly Encouraged** – You may attach no more than two (2) pieces of supporting material – such as brochure, newsletter, past review, work sample, support letters – to your completed application.

Individual/Organization Name	
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**Budget – EXPENSES**

\*In-Kind = expenses you would normally pay cash for, which are being donated.  
This can include all or part of staff compensation, ad space, rents, materials, etc.

Item (give details – e.g. three artists @ \$25 per hour)	Cash	In-Kind*
1. Project Staff/Personnel (includes volunteers contributing time in kind)		
2. Materials/Supplies/Rentals		
3. Publicity/Marketing		
4. Other (such as insurance, if needed)		
<b>Sub Totals, Cash &amp; In-Kind</b>		
<b>TOTAL EXPENSES</b> (Cash + In-kind = Total Expenses. Total Expenses must equal Total Income)		

**Budget – INCOME**

\*In-Kind = any donated portion of expense you would normally pay cash for. In-Kind donations should equal the amounts shown above under In-Kind Expenses.

Funding Source (list applicable sources)	Cash	In-Kind*	Confirmed (yes/no)
Sales (tickets, concessions, ads, t-shirts, etc.)			
Donations from Individuals			
Donations from Businesses, Foundations, Other Public Orgs. (list)			
Other (list)			
smART ventures funding request			
<b>Sub-Totals, Cash &amp; In-Kind</b>			
<b>TOTAL INCOME</b> (Cash + In-Kind = Total Income. Total Income must equal Total Expenses)			

By signing, I declare that the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
**Signature of Applicant or Authorized Representative**

(This should be the person who will sign contract and invoice on behalf of project.)

\_\_\_\_\_  
**Date**

## Mayor's Office of Arts & Cultural Affairs

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**The Office of Arts & Cultural Affairs promotes the value of arts and culture in and of communities throughout Seattle.**

Office of Arts & Cultural Affairs, city of Seattle

Mailing Address (U.S. Post Office):

P.O. Box 94748  
Seattle, WA 98124-4748

Street Address (Deliveries, FedEx, UPS):

700 Fifth Ave, Suite 1766  
Seattle, WA 98104

Phone: 206-684-7171

Fax: 206-684-7172

TDD: 800-833-6388

Tele-Braille: 800-833-6385

**[www.seattle.gov/arts](http://www.seattle.gov/arts)**

All Office of Arts & Cultural Affairs guidelines/applications, newsletters and other material are available in Braille or on cassette (tape). To request differently-formatted materials, call 206-684-7306 and allow three to six weeks for materials to be mailed to you.

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### City of Seattle

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Office of Arts & Cultural Affairs

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